



DEVELOPMENT SERVICES DEPARTMENT

Planning & Zoning (954-797-1103)

Building (954-797-1111)

Engineering (954-797-1113)

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1000

BALLOON/BANNER CHECKLIST

Required

- _____ Property tax folio number (on tax notice or receipt)
- _____ Copy of an approval letter from property owner
- _____ Copy of the business occupational license (where the balloon/banner is going up at)
- _____ Building application filled out completely. The description must state if the permit is for a Balloon or Banner and the exact wording that will be going on it. Include banner square footage and storage lineal footage as applicable
- _____ Acknowledgement form needs to be filled out.
- _____ Please make sure applicant reads above agreement forms before signing to ensure that they are aware of the town of Davie policies and restrictions
- _____ Need notarized signature on applications.
- _____ Contractors- a copy of all applicable licenses (competency & occupational) and original Insurance certificates for worker's compensation and general liability.
- _____ Plan check fee in the amount of \$30.00 at time of submitting application